

United States Bankruptcy Court

Western District of Texas

Vacancy Announcement Operations Manager



WWW.TXWB.USCOURTS.GOV

POSITION INFORMATION

Job Grade: CL30

Salary Range: \$79,806-\$129,754

HOW TO APPLY

Submit a (AO78) [Federal Judicial Branch Application for Employment](#) and a narrative which provides detailed information regarding your experience with CM/ECF and the most significant contribution you have made in that area. Also include an example of a challenging operational issue that you have encountered within the past year and how you dealt with or resolved it to:

Patty_Nelson@txwb.uscourts.gov

Please submit in one pdf document.

Applications must be received by Friday, January 29, 2016.

BENEFITS:

- Paid holidays
- Annual leave/Sick leave
- Federal Employee Retirement System
- Thrift Savings Plan
- Federal Employees' Health, Dental and Vision Benefits
- Life Insurance
- Flex time
- Teleworking

The U.S. Bankruptcy Court for the Western District of Texas is seeking qualified candidates for Operations Manager located in our San Antonio Division. The clerk's office has 42 employees in four offices which include Austin, El Paso, San Antonio and Waco. The clerk's office serves four Judicial Officers and their staff.

The Operations Manager performs professional and managerial work related to supervision and oversight of operations. The incumbent supervises three deputies in charge and a CM/ECF Coordinator and reports to the Clerk of Court.

Responsibilities: Manage, develop, and mentor employees including establishing standards, reviewing work, evaluating performance, and handling disciplinary actions. Oversee the operations of the clerk's office. Establish work procedures, conduct meetings, provide information and delegate work. Develop short and long-range workforce plans. Comply with reporting requirements. Establish and monitor programs which implement change management and quality control techniques. Use statistical reports to monitor the management of cases. Develop, document and implement operational policies and procedures. Provide guidance to staff involved in case management. Evaluate and oversee the testing and maintenance of CM/ECF. Arrange procedural assistance for attorneys and their staff. Develop, manage, and arrange staff training. Oversee accountability for deposits of monies received and preparation of financial reports. Provide advice on complex matters to staff, supervisors, managers, unit executives, and judges.

Research and analyze data, prepare comprehensive reports. Comply with the Guide to Judiciary Policy, applicable Administrative Office policies and procedures, and internal controls guidelines. Demonstrate sound ethics and good judgment at all times. Display a careful and

deliberate approach in handling confidential information in a variety of contexts.

Experience required includes a minimum of five years of progressively responsible supervisory or managerial experience that provided an opportunity to gain: Skill in developing interpersonal work relationships; the ability to exercise mature judgment; and thorough knowledge of the principles and theories of management applicable to our court. At least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered.

Experience should include the ability to communicate clearly and effectively. Experience should also include providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, unit executives, managers, supervisors, and court staff, while maintaining confidentiality.

Preferred qualifications include a strong knowledge of Bankruptcy Code and Rules, CM/ECF and E-orders. Exceptional leadership skills and proven problem solving skills; provides innovative solutions to workplace problems and employee relations issues; in-depth working knowledge of processes of the federal court system; and excellent project management skills.

Federal judiciary employees are considered at will and are not subject to the employment regulations of competitive service.

Employees are required to adhere to the Code of Conduct for Judicial Employees. Employees undergo an initial OPM Single Scope Background Investigation (SSBI). Appointments to the position are provisional and contingent upon the satisfactory completion of a background investigation. Updates are required every five years. Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Travel expenses for interviews cannot be reimbursed.